

DEVELOPMENT SERVICES RECORD DRAWING PROCESS

RECORD DRAWING REVIEW PROCESS

When the City Inspector determines that the project is substantially complete, you will be notified to initiate the Record Drawing process. Please refer to the Record Drawing Requirements for submittal expectations and drawing requirements.

1. Engineering Review

Initially the preparer will submit the “Gold Set” (original contractor’s markups) of plans along with one (1) full size set of prints (Typ. 22” x 34”), completed in accordance with the City’s Record Drawing Requirements, which will have incorporated information from the “Gold Set” and surveyed information of the actual construction. Include **all sheets** of the original City-approved construction drawings. These drawings will be reviewed by City engineering staff and comments or recommendations for changes or corrections will be provided and returned to the preparer.

The preparer shall make all such corrections and resubmit one (1) set of revised prints together with the redline comment sets. The review process will continue until all comments have been addressed.

2. GIS Review

Once the engineers have approved the record drawing prints, the preparer will provide one (1) full size set of prints and the digital CAD file, along with a completed Digital Submittal Checklist (Record Drawing Requirements Appendix A). This submittal shall be reviewed by City GIS staff. Comments or recommendations for changes or corrections will be provided and returned to the preparer.

The preparer will make corrections and resubmit the digital CAD file, Digital Submittal Checklist and/or a set of revised prints. This process will continue until all comments have been addressed.

FINAL RECORD DRAWING SUBMITTAL PROCESS

When the record drawings are approved by GIS, the preparer will be notified that the record drawings are ready to be certified for final approval. The final record drawing submittal includes the following:

- One full size set of prints, 22” x 34” Mylars
- One full size sets of prints, 22” x 34”
- Three half size bond set of prints, 11” x 17”

RECORD DRAWING SUBMITTAL ADDRESS

Mailing:

Development Engineering and Construction/MS: 2SPL
City of Redmond
P.O. Box 97010
Redmond, WA 98073-9710

Walk-in:

Development Engineering and Construction Services Center
2nd floor Redmond City Hall
15670 NE 85th Street
Redmond, WA 98052

If you have any questions please call Record Drawings Coordinator at 425- 556-2491.

HOW TO SUCCEED WITH YOUR SUBMITTALS

The record drawings must include the following features, which are commonly missed, as required by the Record Drawing Requirements document:

- The horizontal datum on the cover sheet must read “Washington State Plane North, NAD 83 (91-HARN)”.
- The vertical datum on the cover sheet must read “NAVD 88”.
- The CAD file and the plans must match.
- Have the Record Drawing Index on first page of the drawing set.
- Record Drawing numbers are in sequential order on each sheet.
- Have the certified professional stamp with signature and date on each sheet.
- Have “Record Drawings” or “As-Built” labeled on each sheet.
- Manhole numbers on the Wastewater Plan sheets and Wastewater Profile Sheets must match.
- Have the As-built Certificate Block on all sheets, signed by an engineer.